

Human Resources

FAQ:	ANSWER:
What is a RIF?	A Reduction in Force (RIF) is actually a reduction in staff when the District projects that there will not be enough positions for current employees. This RIF may impact both certified and classified employees.
How is the number of people affected by the RIF determined?	We review figures associated with declining enrollment and budget reductions to determine the number of positions that we have to cut.
Who will be affected by the RIF?	HR will use the figures provided by Finance in order to determine how many employees to affect in each classification, at each level. Selection is then based on seniority and highly qualified status. Principals cannot determine who is affected by the RIF.
When will affected certified employees be notified?	The Governing Board has scheduled a special meeting for April 7 to vote on the RIF for certified personnel. Certified personnel must be notified prior to April 15 if they cannot be guaranteed a position in the next fiscal year. It is our plan to meet with Principals on April 2 to provide them with preliminary notices to certified employees affected by the RIF. The official notice will be sent after the April 7 meeting.
When will affected classified employees be notified?	Some departmental classified employees have already been notified that their positions have been eliminated for Fiscal Year 2010. Classified employee agreements call for them to be notified a minimum of 2 weeks prior to their position being eliminated. The district has committed to notifying employees as quickly as possible when their positions are being eliminated as of July 1, 2009
Is seniority based on building seniority or district seniority?	The seniority date used for the RIF is the hire date in the bargaining unit.
If two teachers have the seniority date, how do you choose who is least senior?	The last four digits of the social security number are used to determine seniority when two or more people have the same date. Lowest four digits has the highest seniority.

<p>Can Counselors or Librarians (or other specialized classifications) bump a Teacher out of a position in the building?</p>	<p>No. Bumping in the certified unit only occurs with the RIF. A Principal can choose to move a Librarian (for example) into a classroom position only if there is a vacancy for which they are qualified.</p>
<p>Are there recall rights?</p>	<p>Yes. By statute, certified employees affected by a RIF have recall rights for three years. As positions become vacant, we will begin the recall process by qualification and seniority. HR is committed to making sure that placements are as realistic as possible based on the needs of the school and the employee.</p>
<p>When do you expect the recall to begin?</p>	<p>As we receive better information on the budget and the staffing at each site, we will begin making decisions on the recall.</p>
<p>Will there be a District-Initiated Transfer (DIT) process this year?</p>	<p>Yes, after the RIF is complete, we expect that some schools will still need to cut positions, while other schools will have openings due to the RIF or other separations.</p>
<p>When will the DIT process begin?</p>	<p>We have asked Principals to wait until the RIF is approved before they begin the process for the DIT's.</p>
<p>Will there be any advertisements for open positions?</p>	<p>We do expect to advertise Ex Ed and other hard to fill positions. However, as long as we have people affected by the RIF to recall, we will have limited postings until everyone is recalled into a position.</p>
<p>Has the District collected any data on the number of people who plan to retire or leave the District?</p>	<p>Yes, and we are using that data to make informed decisions.</p>
<p>What is the budget and RIF schedule for this spring?</p>	<p style="text-align: center;"><u>Budget Reduction Notification Timeline</u></p> <p>April 2 Notify Human Resources and CAO of school administrator status (remain same or reduction).</p> <p>April 2 Principal meeting held with HR and CAO's to review certified RIF procedure. - Review affected employees. - Receive preliminary notice to be given to employees.</p> <p>April 7 Governing Board meeting - Board votes on RIF</p>

	<ul style="list-style-type: none"> - Official notice will be sent by April 15. <p>April 8 DIT Process can begin (Alyson and CAO will provide direction)</p> <p>April 30 Submit budget worksheets to CAO (No later than April 30)</p> <ul style="list-style-type: none"> - Copy to Finance & HR - Option 1 (10%) - Option 2 (18%) <p>*May 1 Notify teachers of tentative teaching assignments.</p> <p>May 15 Certified & Classified DIT forms submitted to Human Resources</p>
<p>If my Site Council does not notify HR and the Board of their decision to maintain the Principal and Assistant Principal positions by the April 2nd deadline, what will happen?</p>	<p>If your Site Council does not decide on the Principal/Asst Principal positions by April 2nd, they will receive a RIF notice with the initial notices sent by April 15th. Once the decision is made by your Site Council and HR is notified, a letter of assurance will be issued soon after.</p>
<p>If an employee is RIF'd and then is brought back, will their personal and sick leave be reinstated?</p>	<p>Yes, if they didn't receive a payout according to the employee's agreement.</p>
<p>Has the date changed for Principals to provide Teachers with their tentative assignment for the 2009-10 school year?</p>	<p>Yes, the date was changed for this year only from April 1st to May 1st.</p>
<p>Will a retirement buyout incentive be offered by the district?</p>	<p>A retirement buyout incentive is not being considered at this time.</p>
<p>Will classified staff whose positions are being eliminated have an opportunity to get more information about this process?</p>	<p>Yes. We are planning a meeting to allow White collar staff to ask questions and get information. The date and time will be announced soon.</p>
<p>Why was the list of RIFed teachers released to the press?</p>	<p>Arizona public records law (ARS 39-121 et seq.) requires that the district promptly provide access to all public documents. The list of teachers subject to RIF was a document prepared by the district in the course of its business, and meets the definition of a public record under ARS 41-1350. There is no exception in the law that authorized the district to withhold the release of the document.</p>